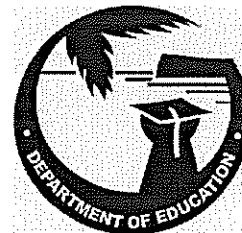




NERISSA BRETANIA UNDERWOOD, Ph.D.
Superintendent of Education

**PERSONNEL SERVICES DIVISION
DEPARTMENT OF EDUCATION**

P.O. Box DE
Hagatna, Guam 96932
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ANTONETTE MUÑA SANTOS
Assistant Administrator

March 1, 2010

An Equal Opportunity Employer

ANNOUNCEMENT
PSD-045-2010

The **Department of Education** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL** examination for the following class of position to **ESTABLISH A LIST:**

BUYER I (1.445)

OPEN DATE: March 1, 2010

CLOSING DATE: March 12, 2010

SALARY: Pay Grade G

Open: Step 1-10, \$18,723.00 - \$28,085.00 Per Annum

Promotional: Step 1-20, \$18,723.00 - \$39,617.00 Per Annum

DUTY: Twelve (12) Months

LOCATION: PROCUREMENT & SUPPLY MANAGEMENT

MINIMUM EXPERIENCE AND TRAINING:

- (A) One (1) year of experience in the procurement of supplies, materials, and equipment and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to P.L. No. 28-98, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

NATURE OF WORK IN THIS CLASS:

This is routine technical purchasing work in the procurement of supplies, materials and equipment.

Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Receives and reviews requisitions and proposed specifications.

Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids.

Works with departmental representatives in the procurement of their supply needs.

Interviews vendors; investigates sources of supply.

Inspects merchandise for compliance with specifications.

Maintains files and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices, procedures, and shipping methods.

Knowledge of commonly used supplies, materials, and equipment.

Knowledge of the sources of supply and of market and price trends.

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials and equipment.

Ability to prepare and analyze bids and specifications and in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Department of Education Personnel Rules and Regulations, all applicants selected for appointment in the Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the DOE Personnel Services Division from 8:00 a.m. to 5:00 p.m., Monday through Friday except holidays, until **Friday, March 12, 2010**. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a DOE "Application for Employment" form to the **DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the Department of Education's website at www.gdoe.net

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.


ANTONETTE MUÑA SANTOS,
Assistant Administrator
Personnel Services Division

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